Deputy Chief Information Officer

Department: Information Systems Technology

Class Code: 1326

EEO Code: 21

FLSA: E

Effective: 01/03/1996

GENERAL STATEMENT OF DUTIES:

Under administrative direction; performs work of unusual difficulty in planning, directing, and managing the activities of the Operations Division of IST to provide automated production services for County, Constitutional and School Board departments; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

Provides leadership and direction to the Operations staff which includes Production Services, Technical Services, Information Center Services, Data Security and Telecommunications Services; performs personnel management functions including selection, performance evaluation, counseling and training; assists in developing long and short range goals for the Department; develops goals, objectives, programs and activities and assists in establishing policies and procedures for the Department; oversees specialized technical studies and projects requiring coordination amongst the various divisions of the Department; coordinates the development of the fiscal and budgetary requirements of the Operations Division regarding automation, data processing, and other operational functions; monitors and reports on organizational expenditures and revenue generation activities; designs, conducts and coordinates studies and research projects on automation and other operational issues with implications for management decisions relating to funding, personnel, policies, procedures and organizational structures; collects and analyzes statistical data to assess current operations and the potential impact of various courses of action; prepares, edits and presents technical reports; develops and refines measures that monitor productivity, efficiency and effectiveness; identifies and researches new technologies and procedures that can be utilized to increase organizational productivity; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Considerable knowledge of the principals and techniques of data processing; of management principles and organizational dynamics; of laws, regulations and policies and their implications and effects regarding automated systems and other operational aspects of an organization.

Considerable skill in developing and maintaining effective working relationships with internal and external customers.

MINIMUM EDUCATION AND EXPERIENCE:

Bachelor's degree in information systems or related field and seven years of management experience in data processing profession concentrating in Operations; or an equivalent combination of training and experience.

ADDITIONAL REQUIREMENTS:

None

This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.